



## Student Safety Concerns Management Procedure

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### Introduction

Ivanhoe Grammar School (the **School**) has policies and procedures relating to Student Safety and Wellbeing, Human Resources and Health and Safety in order to create and maintain a student safe environment for the School's students.

This procedure sets out, in an accessible, child focused, culturally safe and easily understood manner, the ways in which concerns about all forms of child abuse and other reportable conduct:

- may be raised with the School; and
- will be managed, both internally and in accordance with the School's external reporting obligations.

The purpose of this procedure is to give confidence to the School community that:

- The School treats concerns about student safety and wellbeing seriously.
- The School has clear procedures for responding to student safety and wellbeing concerns.
- The School and School staff are complying with their statutory reporting obligations with respect to grooming, child abuse and reportable conduct.
- The School responds to and reports child abuse allegations for the purpose of *Ministerial Order 1359 – Managing the Risk of Child Abuse in Schools and School Boarding Premises*.

Concerns about behaviour by students or staff towards students including bullying, harassment, discrimination, and victimisation may, and usually will, be managed in accordance with this procedure document.

This procedure applies to student safety complaints or concerns relating to child abuse made by or in relation to a child or student, staff, volunteers, contractors, service providers, visitors or other persons while connected to a school environment.

A number of key terms in this procedure (including, all forms of child abuse, discrimination, reportable conduct and sexual harassment) are defined in the School's Student Safety Policy, which should be read in conjunction with this procedure.

### Related Documents

#### Legislation

- *Child Wellbeing and Safety Act 2005* (Vic)
- *Children, Youth and Families Act 2005* (VIC)
- *Crimes Act 1958* (Vic)
- *Education and Training Reform Act 2006* (Vic)
- *Education and Training Reform Regulations 2017* (Vic)
- Ministerial Order No. 1359

#### Internal Policies and Procedures:

- Student Safety Policy
- Student Safety Code of Conduct
- Student Safety Responsibilities
- Mandatory Reporting Policy
- Reportable Conduct Policy

#### Definitions

Section 24 of the Student Safety Policy sets out the key definitions used in the School's student safety framework. For ease of reading, some definitions are reiterated below.

**Child abuse** means all forms of child abuse defined in the *Education and Training Reform Act 2006* (Vic) (ETR Act) and *Child Wellbeing and Safety Act 2005* (Vic) and includes:

- Any act committed against a child involving a sexual offence or grooming.
- The infliction on a child, of physical violence or serious emotional or psychological harm.
- Serious neglect of a child.

**Mandatory reporter** has the meaning given to it by section 182 of the *Children, Youth and Families Act 2005* (Vic) (CYF Act). It includes but is not limited to registered teachers (including early childhood teachers), staff with post-secondary qualifications employed in the care, education or minding of children, school principals, registered nurses, students in training to become teachers (who have been granted permission to teach under relevant legislation), registered psychologists, out of home care workers, early childhood workers and any other person referred to in section 182 of the CYF Act.

**Reasonable belief** means a belief that would lead a reasonable person in the same position as you, and with the same information as you to form a belief that child abuse (including sexual abuse) or reportable conduct is occurring or may occur. There must be some objective basis for the belief. However, it is not necessary to have proof to form a reasonable belief, nor do you need to make a judgement about the truth of an allegation. However, a reasonable belief is more than suspicion, mere rumour or speculation.

For example, a reasonable belief about a sexual offence might be formed when:

- A student states that they have been sexually abused.
- A student states that they know someone who has been sexually abused (because sometimes the student may be talking about themselves).
- Someone who knows a student states that the student has been sexually abused.
- Professional observations of the student's behaviour or development leads a professional to form a belief that the student has been sexually abused.
- Signs of sexual abuse lead to a belief that the student has been sexually abused.

It is permissible to ask a person raising a concern with you, sufficient questions to establish a reasonable belief. However, care should be taken not to ask the person any suggestive or leading questions.

Staff who are not sure whether they have a reasonable belief must consult with a SSO or a member of the School Executive Team.

#### Responsibility for this procedure

This procedure is overseen by the Principal, Heads of Campus, and Student Safety Officers (SSO), who are collectively responsible for:

- Promptly managing the School's response to an allegation or disclosure of a student safety or wellbeing issue and ensuring that the allegation or disclosure is taken seriously.
- Responding appropriately to a student who makes, or is affected by, an allegation of child abuse or reportable conduct.
- Monitoring the School's overall compliance with this procedure.

- Managing an alternative procedure for responding to a student safety or wellbeing concern if the person allocated responsibility under this procedure cannot perform his or her role.

## How the School Community may raise concerns with the School

**If you have a belief that a student (or any child or young person) is in immediate danger, you should immediately phone Victoria Police on 000.**

If you are a member of the School community (other than a member of staff) with a concern about child abuse or reportable conduct involving a student, then you are encouraged to contact the student's class teacher, mentor or homeroom teacher (**Key Wellbeing Contact**). If it is not appropriate to discuss your concern with one of these individuals, you should contact either the Principal, Head of Campus, SSO, or another member of the Wellbeing Team. The Wellbeing Team structure is attached to this procedure. Your concern will then be handled by the School in accordance with this procedure.

### How staff will deal with their own concerns

Staff with, or who are aware of concerns about student wellbeing (including child abuse or reportable conduct), must also address any concerns they may have in accordance with this procedure.

### Concerns about the Principal or the Board

Where a concern relates to the Principal or a Board member, concerns should be raised with the Board Chair via email at: [Boardchair@ivanhoe.com.au](mailto:Boardchair@ivanhoe.com.au) or via post:

Board Chair  
Ivanhoe Grammar School Business Centre  
The Ridgeway  
Ivanhoe VIC 3079

In these circumstances, the Board Chair will be responsible for meeting the Principal's responsibilities as set out in this policy.

### How the School will deal with concerns

Staff may become aware of concerns directly, such as through their own observations of student behaviour, specific incidents, or the behaviour of other individuals. Staff may also become aware of concerns indirectly, through concerns from members of the School community.

The School's procedure for dealing with concerns involves two phases. The first phase involves assessing whether an external report is required, and if so, making that report. The second phase is about how the School will respond to concerns generally. Both phases must be followed.

When dealing with concerns, the School will be guided by the following considerations:

- Every concern will be acknowledged, treated seriously and responded to with empathy.
- The School will promptly work out whether mandatory reporting is required.
- If School personnel are alleged to have engaged in child abuse, they will ordinarily be stood down, and without judgment, pending the School's management of the concern.
- All concerns will be investigated fairly and without bias, promptly and without undue delay.
- The outcomes following the concerns management process shall be consistent with the evidence.
- All reasonable steps will be taken to protect a student who is the subject of a concern and ensure there are no reprisals for raising a concern.

When complying with this procedure, staff must appreciate that fulfilling the roles and responsibilities contained in this procedure will not displace or discharge any other obligations that arise if a person reasonably believes that a student or child is at risk of child abuse.

## *PHASE 1 – Comply with any external reporting obligations about child abuse*

**If you believe a student (or any child or young person) is at immediate risk of abuse phone Victoria Police on 000.**

School personnel have legal obligations to report child abuse and reportable conduct to external agencies and receive training on their personal obligations, which are summarised below.

### **Reporting sexual offence - Crimes Act 1958 (Vic)**

The Crimes Act 1958 (Vic) makes it a crime to fail to disclose a sexual offence against a child.

As a result, anyone (and not just a not just professionals who work with the School's students, or with children and young people generally) aged 18 or over must make a report to Victoria Police if they form a reasonable belief that a sexual offence has been committed against a child under the age of 16 years, by a person aged 18 years or over.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- A student states that they have been sexually abused.
- A student states that they know someone who has been sexually abused (sometimes the student may be talking about themselves).
- Someone who knows a student states that the student has been sexually abused.
- Professional observations of the student's behaviour or development leads a professional to form a belief that the student has been sexually abused or is likely to be abused.
- Signs of abuse lead to a belief that the student has been sexually abused.

If you are not sure whether you have a reasonable belief, you must consult with the Principal, a member of the School Executive Team, a SSO or the appropriate body to which a report must be made.

If you have formed a reasonable belief in relation to a sexual offence, you must immediately report the belief to Victoria Police by calling 000 in an emergency or otherwise to SOCIT.

You must then make a further report on each occasion on which you become aware of any further reasonable grounds for the reasonable belief.

Please note that fulfilling the roles and responsibilities contained in this policy do not displace or discharge any other obligations that arise if you reasonably believe that a child is at risk of child abuse.

Failure to make a report without reasonable excuse is an offence under section 327 of the Crimes Act 1958 (Vic) and carries a potential term of imprisonment.

However, it may not be an offence not to disclose a sexual offence against a child to Victoria Police if you have a reasonable excuse. You may have a reasonable excuse if you:

- Have a reasonable fear that reporting your reasonable belief to Victoria Police may pose a risk to your own or another person's health and safety (including the relevant child, but not including the alleged perpetrator of sexual offence).
- Were told about the sexual offence by the alleged victim, who was 16 or older at the time they disclosed the abuse, and they have asked you not to report the abuse.
- Believe on reasonable grounds that the information has already been disclosed to Victoria Police by another person (such as a Child Protection authority), and you have no further information.

If there is uncertainty about the need for a report to Police (or another body) *you should seek advice from either a SSO or the Principal about whether you are still required to make a report.*

### **The Reportable Conduct Scheme - Children Wellbeing and Safety Act 2005 (Vic)**

The *Children Wellbeing and Safety Act 2005* (Vic) established the Reportable Conduct Scheme (Scheme) managed by the Commission for Children and Young People (CCYP). The Scheme requires the School to report and investigate reportable allegations against a current member of staff.

A reportable allegation means any information that leads a person to form a reasonable belief that an employee has committed reportable conduct, or misconduct that may involve reportable conduct, whether or not the conduct or misconduct that is alleged to have occurred was within the course of the person's employment or engagement with the School.

The Principal (or their delegate) will notify CCYP of any alleged reportable conduct or alleged misconduct that may involve reportable conduct in respect of a staff member.

Further, the Scheme requires the head of an entity (the Principal) to do certain things upon becoming aware of a reportable allegation about a member of staff. These obligations include, but are not limited to, managing any immediate risks to students, making reports as required by law and investigating the allegations when appropriate clearance has been received.

Where a reportable allegation is about the Principal, the Board Chair will assume responsibility for complying with the Principal's obligations under the Reportable Conduct Scheme.

As soon as practicable, after becoming aware of a reportable allegation, the head of the entity must respond to the allegation. This procedure sets out how the head of the entity will respond to an allegation, by providing a process for the allegation to be investigated and dealt with.

The head of the entity must also make several notifications to the Commission for Children and Young People (CCYP) as follows:

<b>Milestone</b>	<b>Timeframe</b>
Initial notification	Within 3 business days after becoming aware of the reportable allegation
Update	As soon as practicable and within 30 calendar days after becoming aware of the reportable allegation
Advice on investigation	As soon as practicable
Outcomes of investigation	As soon as practicable

#### **Mandatory Reporters - Children, Youth and Families Act 2005 (Vic)**

Principals, teachers (including students training to become teachers), registered nurses, registered psychologists, out of home care workers, early childhood workers and others (refer to section 182 of that Act) are mandatory reporters under the Children, Youth and Families Act 2005 (Vic), and have mandatory reporting obligations in relation to child abuse. Failure to do so can constitute an offence under that Act.

If you are a mandatory reporter, and you have formed a reasonable belief that:

- a child has suffered, or is likely to suffer, significant harm, as a result of physical injury or sexual abuse; and
- the child's parents have not protected, or are unlikely to protect, the child from harm of that type;

you must immediately report the belief to Child Protection by calling 1300 664 977 during business hours, or 13 12 78 after hours.

You must then make a further report on each occasion you become aware of any further reasonable grounds for the reasonable belief.

A mandatory reporter must make a report even if a SSO does not share their belief that the report must be made. The School will provide support where appropriate to mandatory reporters who make a report under this procedure.

### **Victorian Institute of Teaching (VIT)**

In accordance with the Education and Training Reform Act 2006 (Vic), the School must notify VIT if it has taken any action against a registered teacher in response to allegations:

- Of serious incompetence.
- Of serious misconduct.
- That the teacher is unfit to be a teacher.
- That the teacher's ability to practice as a teacher is seriously detrimentally affected, or likely to be seriously affected, because of an impairment.
- Any other actions against a registered teacher that may be relevant to their fitness to teach.

The School must also notify VIT if it becomes aware that a registered teacher has been:

- Charged with, convicted or found guilty of certain criminal offences that affect the right to hold a Working with Children Check (WWCC).
- Given a negative notice in relation to a WWCC.

### **Referral to The Orange Door**

A referral to The Orange Door should be considered if, after taking into account the available information, a staff member forms a view that the concerns have a low-to-moderate impact on the wellbeing of a student under the age of 17 years, but the student is not at risk of significant harm (meaning a mandatory report is not required).

Anyone with a concern for a student's wellbeing can make a referral to The Orange Door. If the Principal does not wish to make a mandatory report, this does not discharge the mandatory reporter's legal obligation to do so if the mandatory reporter continues to hold a reasonable belief that abuse or a sexual offence may have occurred (including in circumstances where the student's parents have not or are unlikely to protect their child from that harm). In that circumstance, the mandatory reporter must still make a report to Child Protection or a referral to The Orange Door and in the case of a sexual offence, Victoria Police.

Examples of situations where a referral to The Orange Door may be appropriate include:

- Significant parenting problems that may be affecting the student's development.
- Family conflict, including family breakdown.
- A family under pressure due to a family member's physical or mental illness, substance abuse, disability or bereavement.
- Young, isolated and/or unsupported families.
- Significant social or economic disadvantage that may adversely impact on a student's care or development.

Many cases will not fit neatly into these categories. For guidance about whether a referral to The Orange Door should be considered, staff can refer to the School's Student Safety Officers and information available on the DFFH's website.

The Orange Door can be contacted on 1800 319 353.

## *PHASE 2 – How Concerns will be managed internally*

### **Step 1 Reporting the concern**

A member of School personnel who has a concern, or who receives a concern from a member of the School community (including a current or former student, parent or staff member), must immediately report the concern to the Student Safety Officer (SSO), Head of Campus or the Principal.

If the concern relates to behaviour between students and does not involve possible child abuse or sexual abuse, the SSO may direct a member of School personnel to deal with the concern in accordance with the School's Student Management Procedure. If not, the concern will continue to be managed in accordance with this procedure.

When a concern is raised with the SSO then for the purpose of this phase:

- the person who originally raised the concern with the School (whether it be a member of School personnel or the School community) shall be the 'Notifier'; and
- the person allegedly responsible for the behaviour the subject of the concern shall be the 'Respondent'.

### **Step 2 Responding to the concern**

The School will take such steps as it considers appropriate to protect any student (or child or young person) connected with a concern until it is resolved.

The SSO will:

- a. Listen to and acknowledge the concern, confirm that the School takes the concern seriously and outline to the Notifier the process that will now be followed by the School to manage the concern.
- b. Collect as much further information about the concern as may be required, without seeking extensive information, casting judgment or asking suggestive or leading questions.
- c. Explain that other people may need to be informed about the concern, in order to stop any inappropriate or unlawful behaviour and to comply with the School's legal obligations and procedures.
- d. Offer support to the student(s) involved in the concern, and their families. This may include encouragement to access confidential wellbeing and support services, either internal or external to the School.
- e. Promptly and thoroughly manage the response of the School (including by monitoring the School's overall compliance with this policy and accounting for alternatives if the staff member allocated to resolve the concern is unable to perform their role).
- f. Fill out the Incident Report attached to this procedure (which will help School personnel report any reasonable belief required to be further reported to external agencies).
- g. Promptly report the concern to the Principal and, if required, the Victorian Institute of Teaching. If the Principal is the subject of the concern, notify the Board Chair about the concern.
- h. Ensure any mandatory reporting occurs in accordance with phase 1 of this procedure.

The Principal (or Board Chair if appropriate) will notify the SSO whether they will continue to manage the concern, or whether other senior School personnel will take over this concern management process.

The SSO (or any other School personnel appointed by the Principal) will notify the Respondent of the concern (to the extent that it is appropriate to do so, which may initially involve only notification that there has been a concern), outline the process to be followed, and advise the Respondent about whether they will be stood down pending the resolution of the concern.

The School will then take such steps as it considers appropriate to protect any student connected with a concern until it is resolved, including by ensuring that any mandatory reporting obligations are met, and also, that any required or otherwise appropriate disclosures to relevant authorities (including but not limited to Child Protection and CCYP) have been met, regardless of whether there is a legal obligation to report.

### **Step 3 Resolving the concern**

The School will investigate the concern where appropriate, which will ordinarily require the School determining whether, on the balance of probabilities, the concern is substantiated. When doing so, the School will take into account the diversity and characteristics of the School community to ensure equity is upheld and act to reduce barriers to inclusion.

The School or third party investigating the concern will to the extent it is appropriate or practicable to do so:

- Interview the Notifier and the Respondent.
- Interview any other relevant witnesses, and review any relevant documents.
- Keep a written record of any interviews and documents during the investigation.
- Determine whether, on the balance of probabilities, the concern is substantiated.

If the concern is substantiated, the School will take appropriate action (which may, in the case of a Respondent who is a current member of School personnel, include summary dismissal of the Respondent for serious misconduct). Even if a concern is not substantiated, the findings made by the School during the course of investigating the concern may, in certain cases, still result in disciplinary action and dismissal.

Following the conclusion of its investigation, the School will indicate the outcomes of the investigation to:

- The person, or student who raised the concern.
- The person subject of that concern (where appropriate).
- Any external authorities (including but not limited to CCYP, Child Protection and Victoria Police) to whom a report is required to be made.
- The Victorian Institute of Teaching (where appropriate).
- The Working With Children Check unit (where appropriate).

### **Adjustment of this Procedure**

The School may need to adjust this procedure to reflect the circumstances.

This procedure applies regardless of whether the alleged behaviour which the subject of concern has occurred on or outside School grounds or concerns current or former students.

It may not be appropriate or possible for the School to investigate that concern in strict accordance with this procedure where a concern is raised with the School and:

- An investigation by Victoria Police, Child Protection, Commission for Children and Young People or the Victorian Institute of Teaching or other external body relevant to the concern is ongoing.
- Civil or criminal proceedings relevant to the concern are ongoing.
- The concern relates to the conduct of current or former students.
- The concern relates to the conduct of former staff.

In such circumstances, the School will seek and act on legal advice to comply with this procedure to the extent it is appropriate to do so (and in particular to protect the health and safety of all current students of the School).



## Historical Abuse

Where a former student has experienced child sexual abuse for which the School is responsible, the School is committed to providing that individual with appropriate redress.

While the appropriate redress will be dictated by the particular circumstances, it will ordinarily include one or more of the following:

- a. A direct personal response to the student who experienced the abuse. This may take the form of an apology or statement of regret and may include an acknowledgement of the impact of the abuse. It will include an assurance as to the steps the School has taken, or will take, to prevent abuse occurring again. It will also include an opportunity for the student, and a support person, to meet with the Principal or another senior representative of the School to discuss their experiences and the School's commitment to student wellbeing.
- b. Access to professional counselling and psychological care.
- c. Financial compensation. Any payment of compensation will take into account the type of abuse that occurred, the circumstances in which it occurred, the impact the abuse has had on the student or former student, and any compensation the student or former student has previously received from the School or other sources.

Consistent with the National Redress Scheme for people who have experienced institutional sexual abuse, offers of redress will usually be made on a 'without prejudice' basis.

## Other Considerations

### Concerns relating to other students

This procedure also applies to concerns involving the behaviour of other students.

For example, mandatory reporting obligations are not limited to the actions of staff, and the failure to disclose offence can also apply to alleged sexual activity by adult students.

Where a concern involves child abuse or other inappropriate behaviour allegedly perpetrated by a student, the School will comply with its mandatory reporting obligations, and may otherwise exercise its discretion to inform the Sexual Offence and Child-Abuse Investigation Team (SOCIT).

Subject to any Police clearance which may be required, the School will otherwise deal with student-on-student behavioural issues in accordance with its Student Management policy and procedures.

### The School will keep records

At all stages of this process, staff involved in a concern management process will keep secure records in a Record of Contact (**ROC**) on the relevant student's electronic file. Other records that will be kept and attached to the student's file include:

- Relevant emails.
- Case Management Meeting Action plans.
- Incident Reports.

The School will also create, maintain and dispose of any records about student safety and wellbeing in line with the Public Record Office Victoria Recordkeeping Standards, including minimum retention periods regarding these obligations. In addition, the School will ensure all staff understand relevant obligations in relation to information sharing and record-keeping.

### The School will be sensitive

The School will follow this procedure in a way that is culturally appropriate.

If a concern involves a student from a culturally and/or linguistically diverse background, steps will be taken to ensure that the student and the student's family are supported to understand the situation, including the use of an interpreter if required.

If a concern involves a student with a disability, steps will be taken to ensure the student and the student's family understand the situation and are supported.

### **The School will offer support**

The School will afford appropriate support to students the subject of, or otherwise connected to, concerns raised under this policy, particularly until the concern is resolved.

If a concern involves a student who identifies as Aboriginal or Torres Strait Islander, or is from a culturally and/or linguistically diverse background, has a disability or is otherwise vulnerable (including without limitation students who identify as LGBTQIA+, or are unable to live at home), steps will be taken to ensure that the student, and their family, is supported to understand the situation and are supported (including via the use of an interpreter where required).

The School will also provide appropriate support to staff who make mandatory reports under this policy, or who are assisting the School or families with the process outlined in this procedure.

### **The School will cooperate with the authorities**

The School will cooperate with any external authorities (including but not limited to CCYP, Child Protection and Victoria Police) in relation to a concern or report (whether made under this policy or otherwise).

### **Confidentiality**

Appropriate confidentiality will be maintained at all times when dealing with concerns under this procedure. Only where the welfare of the student will be affected should the matter be discussed with anyone, other than the reporting bodies named above, or senior members of the Wellbeing Team.

### **Communication**

Where appropriate, the School will provide parents, carers and guardians with guidance and support where a student is the subject of a concern.

Staff do not require consent from a student's parents before making a mandatory report in accordance with this policy. Similarly, staff are not required to disclose that a mandatory report has been made.

However, the School will keep families updated as it considers appropriate about the way in which it is dealing with concerns affecting that family's child.

### **Victimisation is not tolerated**

The School will not tolerate victimisation towards someone because they have participated in a process contemplated by this procedure, including by raising a concern or making a mandatory report.

### **Principal to be kept informed**

The Wellbeing Team will keep the Principal promptly informed of all concerns received or made under this procedure, and the steps taken by any School personnel and the School to comply with this procedure.

### **Concerns relating to the Principal**

Where a concern relates to the Principal, or the Principal otherwise has a conflict of interest, the Board Chair should be involved in this procedure and advice obtained from the School's legal advisors to ensure that this procedure is varied as is appropriate.

### **Media enquiries**

The Principal or the Principal's delegate will handle any media inquiries that occur in relation to any reported concerns.

## Communication and Implementation

This procedure is available to parents, students and the School community via the School's website.

This procedure is available to staff as part of the School's internal policies and procedures, and forms part of the School's induction program for incoming staff. Aspects of (and updates to) the School's student safety, wellbeing and protection framework will be addressed in the School's professional development updates, training programs, bulletins and newsletters.

The Board will review this procedure (as part of the Student Safety Framework) and the School's student safe practices at least every two years (or more frequently after a significant student safety incident) and implement improvements where applicable.

## Approval and Review Date

Last Review Date: January 2025	Approved By: Board of Governors
Next Review Date: February 2027	Approval Date: February 2025
Policy Owner: Deputy Principal, Head of Campus The Ridgeway Campus	



## Ivanhoe Grammar School Child Safe Standards

### Responding to an incident, disclosure, or suspicion of child abuse

Please note: if you are making a report to DFFH Child Protection or Victoria Police, you must seek advice before contacting parents/carers so as not to compromise any investigation or place a student (or child or young person) at further risk.

STAFF MEMBER LEADING THE RESPONSE
Name:
Occupation:
Location (School Address):
Relationship to Student:

### CRITICAL ACTION 1: IMMEDIATE RESPONSE TO AN INCIDENT

If anyone is in immediate danger school staff should report immediately to Victoria Police on 000.

Seek Action 1 of Four Critical Actions for Schools: Responding to Incidents, Disclosure and Suspicions of Child Abuse

RESPONDING TO AN EMERGENCY
Did the student require first aid? Provide details if 'Yes'
Who administered this? (Name and Title)
Did the student require further immediate medical assistance?
Current Location and Safety Status: E.g., Are all impacted students safe and not in any immediate danger? If a student is in immediate danger School staff should report immediately to Victoria Police on 000

## STUDENT'S INFORMATION

PERSONAL DETAILS	
Name:	Gender:
Year Level/Class:	Date of Birth:
Residential Address:	
Parent/Carer Name/s:	
Parent/Carer Contact:	
Language(s) spoken by Student:	
Disabilities, mental or physical health issues:	

STUDENT'S BACKGROUND
<p><b>Cultural status and religious background:</b> If the student is of aboriginal or Torres Strait Islander background, government schools must contact their Koorie Engagement Support Officer, and Catholic Schools must contact the Diocesan Education Office to arrange cultural appropriate support. If the student is an international student, you must notify the International Education Division on 03 9637 2990.</p>
<p>Any known previous history of suspected abuse (prior to this incident, disclosure or suspicion or involvement with agencies):</p>

**FAMILY BACKGROUND**

**FAMILY COMPOSITION (IF KNOWN):**

List parenting or care arrangements and sibling names and ages

Any other people living with the student (if known):

Disability, mental or physical health issues in family (if known):

Likely reaction to a report being made (if known):

**DETAILS OF THE INCIDENT, DISCLOSURE OR SUSPICION**

**GROUNDINGS FOR YOUR BELIEF THAT A STUDENT HAS BEEN, OR IS AT RISK OF ABUSE**

Indicators or instances which led you to believe a student(s) are subject to child abuse, or at risk of abuse:

Detail any disclosures or incidents or suspicions (including names, times and dates documenting a student's exact words as far as possible), include specific detail here on what led you to form a reasonable belief that a student has been, or is at risk of being abused.

Any physical indicators of abuse:

Any behavioral indicators of abuse:

Any patterns of behavior or prior concerns leading up to an incident, disclosure, or suspicion:

**DETAILS OF PERSONS ALLEGED TO HAVE COMMITTED THE ABUSE (IF KNOWN)**

Name

Gender:

Date of Birth

Relationship to Student:

Noting if they are within the school or within the family and community (this will impact who you report to)

Address:

Contact Details:

## CRITICAL ACTION 2: REPORTING

See Action 2 of Four Critical Actions for Schools: Responding to Incidents, Disclosure and Suspicions of Child Abuse

### REPORTING TO AUTHORITIES

Tick the authorities you have reported to:

- Victoria Police
- DFFH Child Protection
- The Orange Door
- Decision not to Report

If you've decided not to report, list your reasons here. Also include any follow-up actions undertaken by you below:

Provide Details of Your Report:

Date:

Time:

Authority:

Outcomes from the Report:



**REPORTING INTERNALLY**

Provide details of your discussion with the School's Executive Team:

Date:

Time:

Names:

Discussion Outcomes:

Provide details of your internal discussions to either of the following:

Government School Staff must report to security services unit and to the employee conduct branch if the incident, disclosure, or suspicion involves a staff member, contractor, or volunteer.

Catholic school staff must report to their Catholic Diocesan Education Office.

Date:

Time:

Names:

Discussion Outcomes:

### CRITICAL ACTION 3: CONTACTING PARENTS/CARERS

See Action 3 of Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

ACTIONS TAKEN
<p><b>Provide details of your discussion with Parents/Carers (If appropriate):</b> School staff must consult with Victoria Police and/or DFFH Child Protection to determine if it is appropriate to contact parents. If it is parents must be contacted as soon as possible (preferably on the same day of the incident, disclosure, or suspicion).</p>
<p>Have you sought advice from DFFH Child Protection or Victoria Police?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Is it appropriate to contact parent/carer?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>List reasons if it is not appropriate to contact parent/carer:</p>
<p>If contacting Parent/Carer, provide the following details:</p>
<p>Name of staff member making the call:</p>
<p>Name of Parent/Carer receiving the call:</p>
<p>Discussion Outcomes:</p>

**CRITICAL ACTION 4: CONTACTING PARENTS/CARERS**

See Action 4 of Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

<b>PLANNED ACTIONS</b>
Include detail on what follow-up actions have occurred to support the student (for example referral to wellbeing professionals and other specialised services, the convening of a student support group and development of support plans).
Follow up actions:
Support:
Referral(s):

## Process of Review

Complete this section between 4 – 6 weeks after an incident, suspicion, or disclosure of abuse in conjunction with the School’s Executive Team.

This will support you and your School to continue to protect students in your care and to reflect on your processes and the need for any follow-up actions.

## Safety and Wellbeing

### CURRENT SAFETY AND WELLBEING OF THE STUDENT

Is the student safe from abuse and harm?

- No
- Yes

If not consider the need to make a further report

Does the student have any wellbeing issues that are not currently being addressed?

- No
- Yes

If so, consider how these can be addressed and captured within a student support plan.

### CURRENT WELLBEING OF OTHER STUDENTS, CHILDREN OR YOUNG PEOPLE WHO MAY BE IMPACTED BY THE ABUSE

Are there any other students, children or young people who may be impacted by the abuse?

- No
- Yes

If so, have their wellbeing needs been met?

- No
- Yes

### CURRENT WELLBEING OF IMPACTED STAFF MEMBERS

Does the staff member who made the report/witnessed an incident, formed a suspicion, or received a disclosure require any support?

- No
- Yes

If so, has this been received?

- No
- Yes

## REVIEW OF ACTIONS TAKEN

Have School staff followed the four critical actions for Schools: Responding to incidents, disclosures, or suspicions of child abuse?

Was an appropriate decision made?

- No
- Yes

Could the suspected abuse have been detected earlier?

- No
- Yes

### Action 1

Did the School take appropriate action in an emergency?

- No
- Yes

### Action 2

Was a report made to the appropriate authorities and internally?

- No
- Yes

Were subsequent reports made if necessary?

- No
- Yes

### Action 3

Did the School contact the parents/carers ASAP?

- No
- Yes

Have the parents continued to be engaged if appropriate?

- No
- Yes

### Action 4

Has the School provided adequate support for the student?

- No
- Yes

Has a student support plan been established, implemented, and reviewed?

- No
- Yes

Has a student support group been established?

- No
- Yes

Was the student appropriately supported in any interviews?

- No
- Yes

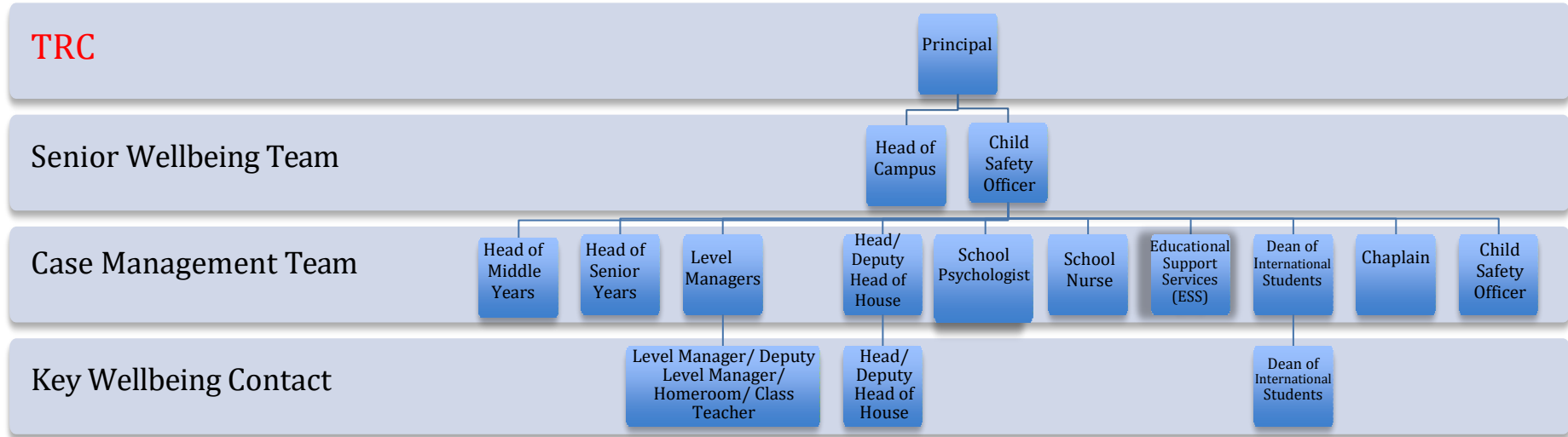
Have any complaints been received?

- No
- Yes

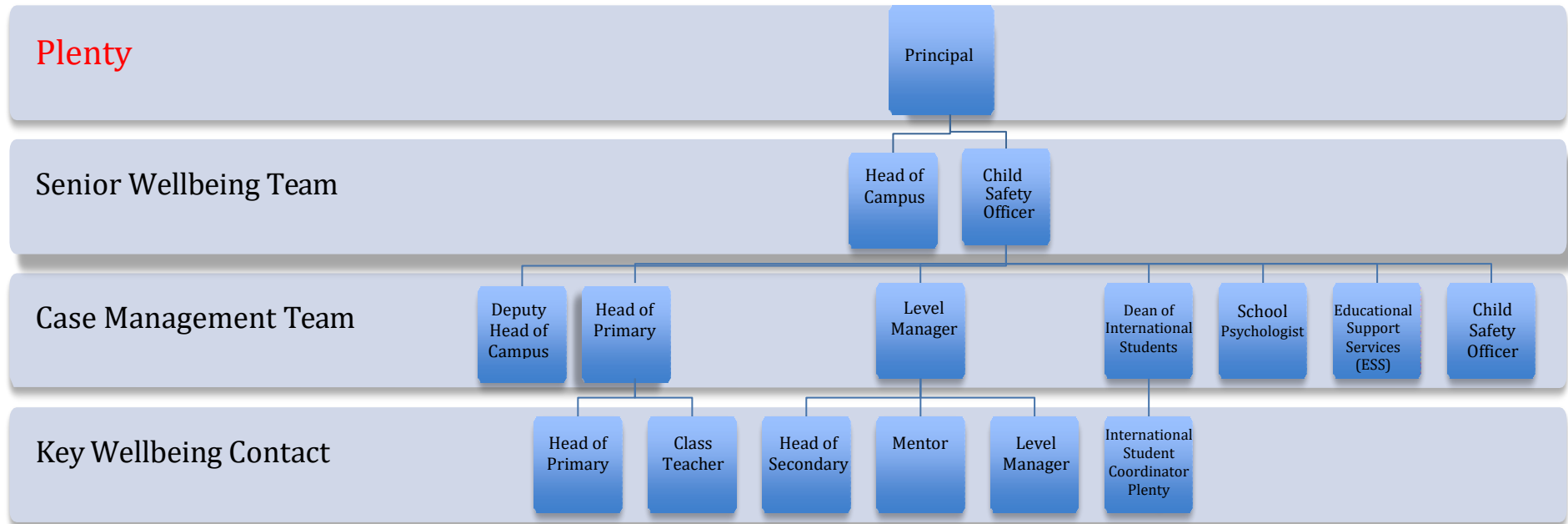
Have the complaints been resolved?

- No
- Yes

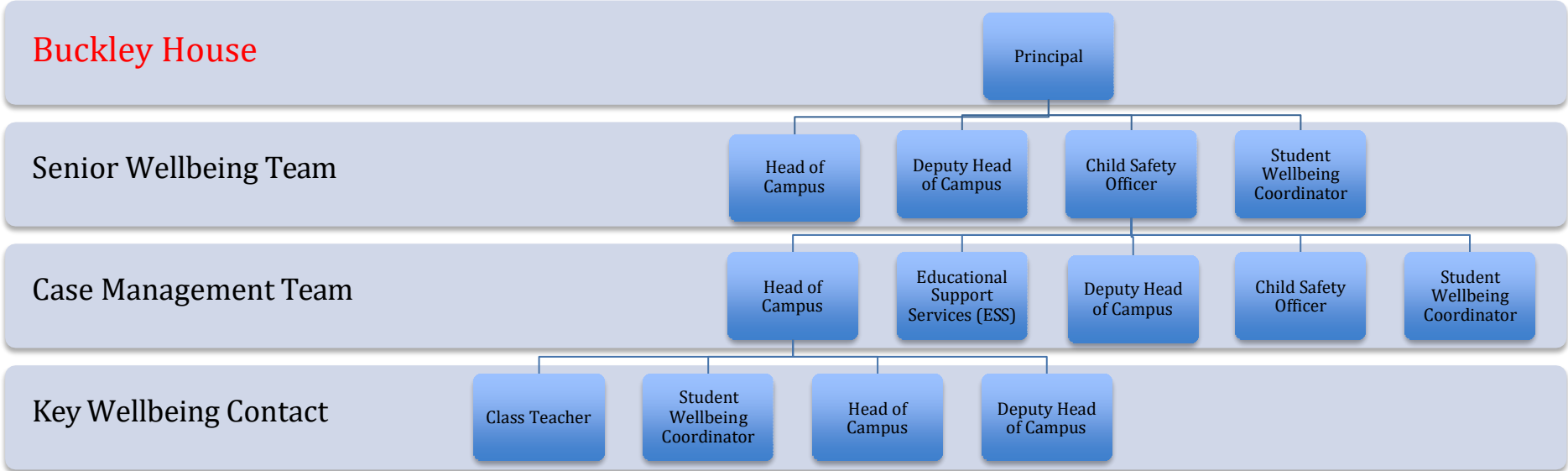
**Attachment 1 - Wellbeing Team Structures - TRC**



## Attachment 2 - Wellbeing Team Structures - Plenty

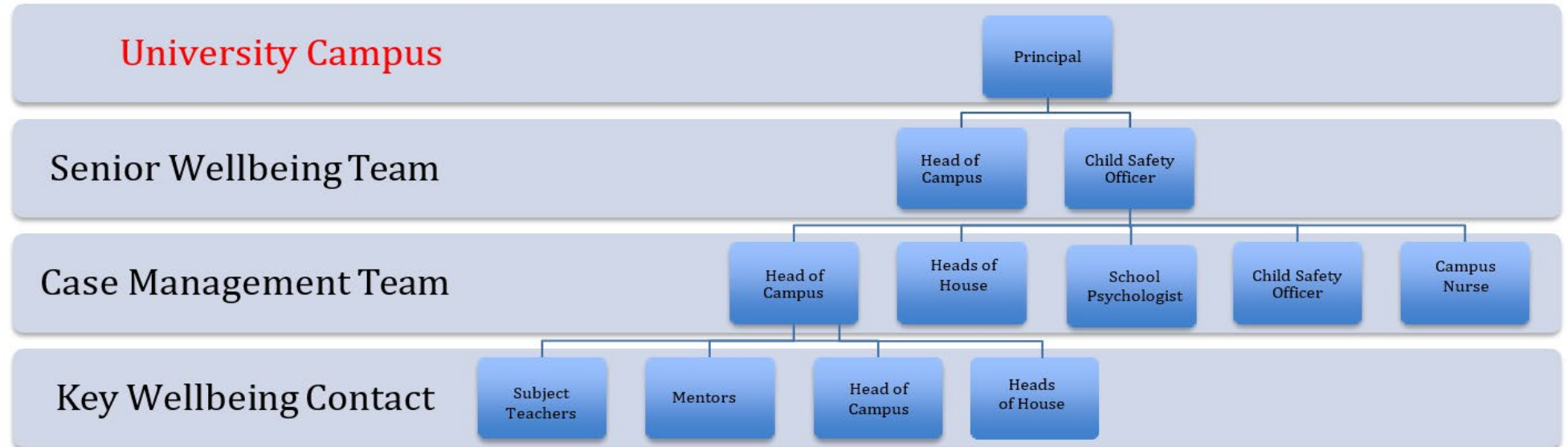


**Attachment 3 - Wellbeing Team Structures – Buckley House**





## Attachment 4 - Wellbeing Team Structures - University Campus



## Attachment 5 – Reporting a Student Safety Concern Flow Chart

### REPORTING A **STUDENT SAFETY CONCERN**



# Attachment 6 – Critical Actions for Schools

## FOUR CRITICAL ACTIONS FOR SCHOOLS

### Responding to Incidents, Disclosures and Suspicions of Child Abuse

#### YOU MUST TAKE ACTION

As a school staff member, you play a **critical role** in protecting children in your care.

- You **must** act, by following the Four Critical Actions, as soon as you witness an incident, receive a disclosure or form a reasonable belief\* that a child has, or is at risk of being abused.
- You **must** act if you form a suspicion/ reasonable belief, even if you are unsure and have not directly observed child abuse (e.g. if the victim or another person tells you about the abuse).
- It is strongly recommended that you use the **Responding to Suspected Child Abuse template** to keep clear and comprehensive notes, even if you make a decision not to report.

\*A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action.

#### 1 RESPONDING TO AN EMERGENCY

If there is no risk of immediate harm go to **Action 2**.

If a child is at immediate risk of harm you **must** ensure their safety by:

- separating alleged victims and others involved
- administering first aid
- calling **000 for urgent medical and/or police assistance** to respond to immediate health or safety concerns
- identifying a contact person at the school for future liaison with Police.

Where necessary you may also need to maintain the integrity of the potential crime scene and preserve evidence.

#### 2 REPORTING TO AUTHORITIES / REFERRING TO SERVICES

As soon as immediate health and safety concerns are addressed you **must** report all incidents, suspicions and disclosures of child abuse as soon as possible. Failure to report physical and sexual child abuse may amount to a criminal offence.

Q: Where does the source of suspected abuse come from?

##### WITHIN THE SCHOOL

**VICTORIA POLICE**  
You **must** report all instances of suspected child abuse involving a school staff member, contractor, volunteer or visitor to Victoria Police.

You **must also** report **Internally** to:

**GOVERNMENT SCHOOLS**

- School principal and/or leadership team
- Employee Conduct Branch
- DET Incident Support and Operations Centre.

**CATHOLIC SCHOOLS**

- School principal and/or leadership team
- Diocesan education office.

**INDEPENDENT SCHOOLS**

- School principal and/or school chairperson
- Commission for Children and Young People on **1300 782 978**.

All allegations of 'reportable conduct' **must** be reported as soon as possible to:

**GOVERNMENT SCHOOLS**

- Employee Conduct Branch

**CATHOLIC SCHOOLS**

- Diocesan education office

**INDEPENDENT SCHOOLS**

- Commission for Children and Young People on **1300 782 978**.

##### WITHIN THE FAMILY OR COMMUNITY

**DHHS CHILD PROTECTION**  
You **must** report to DHHS Child Protection if a child is considered to be:

- in need of protection from child abuse
- at risk of being harmed (or has been harmed) and the harm has had, or is likely to have, a serious impact on the child's safety, stability or development.

**VICTORIA POLICE**  
You **must also** report all instances of suspected sexual abuse (including grooming) to Victoria Police.

You **must also** report **Internally** to:

**GOVERNMENT SCHOOLS**

- School principal and/or leadership team
- DET Incident Support and Operations Centre.

**CATHOLIC SCHOOLS**

- School principal and/or leadership team
- Diocesan education office.

**INDEPENDENT SCHOOLS**

- School principal and/or chairperson.

#### 3 CONTACTING PARENTS/CARERS

Your principal **must** consult with DHHS Child Protection or Victoria Police to determine what information can be shared with parents/carers. They may advise:

- not to contact** the parents/carer (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parent/carer to be contacted)
- to contact** the parents/carers and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion)
- how to communicate** with all relevant parties with consideration for their safety.

#### 4 PROVIDING ONGOING SUPPORT

Your school **must** provide support for children impacted by abuse. This should include the development of a **Student Support Plan** in consultation with wellbeing professionals. This is an essential part of your duty of care requirements.

Strategies may include development of a safety plan, direct support and referral to wellbeing professionals and support.

You **must** follow the **Four Critical Actions** every time you become aware of a further instance or risk of abuse. This includes reporting new information to authorities.

#### CONTACT

<p><b>DHHS CHILD PROTECTION</b></p> <p>AREA</p> <p>North Division <b>1300 664 977</b>                  South Division <b>1300 655 795</b>                  East Division <b>1300 360 391</b>                  West Division (Rural) <b>1800 075 599</b>                  West Division (Metro) <b>1300 664 977</b></p> <p><b>AFTER HOURS</b> After hours, weekends, public holidays <b>13 12 78</b>.</p> <p><b>CHILD FIRST</b> <a href="https://services.dhhs.vic.gov.au/referral-and-support-teams">https://services.dhhs.vic.gov.au/referral-and-support-teams</a></p> <p><b>ORANGE DOOR</b> <a href="https://www.vic.gov.au/familyviolence/the-orange-door.html">https://www.vic.gov.au/familyviolence/the-orange-door.html</a></p>	<p><b>VICTORIA POLICE</b></p> <p><b>000</b> or your local police station</p> <p>DET INCIDENT SUPPORT AND OPERATIONS CENTRE <b>1800 126 126</b></p> <p>INCIDENT MANAGEMENT AND SUPPORT UNIT <b>1800 126 126</b></p> <p>EMPLOYEE CONDUCT BRANCH <b>(03) 9637 2595</b></p> <p>DIOCESAN OFFICE Melbourne <b>(03) 9267 0228</b> Ballarat <b>(03) 5337 7135</b> Sale <b>(03) 5622 8600</b> Sandhurst <b>(03) 5443 2377</b></p>	<p><b>INDEPENDENT SCHOOLS VICTORIA</b></p> <p><b>(03) 9825 7200</b></p> <p><b>THE LOOKOUT</b></p> <p>The LOOKOUT has a service directory, information, and evidence based guidance to help you respond to family violence: <a href="http://www.lookout.org.au">http://www.lookout.org.au</a>.</p> <p>Family violence victims/survivors can be referred to <b>1800 Respect</b> for counselling, information and a referral service: <b>1800 737 732</b>.</p>
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